

## **Zoom Guidelines**

**June 2020**

### **What is Zoom?**

Zoom is an online video conferencing platform. It is designed to host virtual professional meetings and has special security settings to allow education projects to be delivered when teachers are unable to meet students face to face.

Before a Rodolfus session, we will provide you with an access link via email. This acts like a virtual door code, allowing you access to the Rodolfus sessions on Zoom securely and free of charge.

### **How do I get Zoom?**

We strongly recommend you download the Zoom application onto your computer to get the best out of the sessions. This can be done by visiting <https://zoom.us/> on either Windows or MacOS. If you can't do this, or would prefer not to, you can:

- Download the app from the app store on your mobile phone/tablet
- Access Zoom online in your internet browser (e.g. Chrome, Internet explorer, Safari)

### **What is the Rodolfus Foundation doing to ensure participation is safe for students?**

- The Foundation's Safeguarding policies are accessible through the [Rodolfus Foundation website](#).
- All participants in Zoom sessions are required to certify that they have read the [Social Media and Online learning code of conduct](#).
- Students under the age of 18 are required to have obtained parental permission through the secure [online form](#).
- All sessions will be hosted by Ralph Allwood with support from the wider Rodolfus team. All have training in online safety and data protection.
- There will be a minimum of two staff present at all 'Live' sessions. All Rodolfus staff have been trained in Safeguarding/Child Protection and are DBS checked.
- The live sessions can only be accessed by those with the link sent by email. When anyone 'enters' the sessions they are held in a waiting room and then virtually 'approved' before being given access to the live session. This ensures that only those who should be in the session are.
- All members and staff should dress appropriately (as they would to a rehearsal) and should participate from an appropriate communal area (not a bedroom or bathroom).

- Recording the sessions in any way is strictly prohibited for staff and students. The exception to this is the host who may collect media for use on social channels. This will always be in accordance with The Rodolfus Foundation’s media and safeguarding policies.
- We will sometimes recommend that members participate with their video turned on in order to fully engage with sessions, but understand that some may be uncomfortable with this. Please let us know in advance ([helen@therodolfusfoundation.org.uk](mailto:helen@therodolfusfoundation.org.uk)) if this is the case.
- Should any member fail to abide by the guidance set out above (and in the code of conduct), Rodolfus reserves the right to remove them from the session (and future sessions if necessary).
- For members under 16, we ask that parents/guardians are present at the beginning of the call to ensure there are no technical problems and that they are aware of the processes. There is no need for a parent/guardian to be present throughout (as in a rehearsal setting).

## How do I join a session?

You **do not need** to make an account with Zoom.

- The link to the meeting will be sent to you by email. Click the link provided and a new browser will appear.
- If you have downloaded the app, a dialogue box will open and you will be prompted to join the meeting.
- Alternatively, you can join using the browser (see images below).
- When prompted, please type in the MEMBER name. (This will help us identify who is eligible to join the session).

When prompted, select **Keep**.

Then click **Zoom.pkg**


If nothing prompts from browser, [try again](#).

If you cannot download or run the application, [join from your browser](#).



### Join a Meeting

Your Name

 I'm not a robot    
 reCAPTCHA   
 Privacy - Terms



## What do I do once I've joined?

- When you first enter the session, your microphone will be **automatically muted**. Please do not change this setting. We will change it for you at the appropriate times.
  - 1 If you wish to talk, please just **raise your hand** as you would in a rehearsal
- Please make sure your device is positioned 'hands free' so you can sit and stand properly to sing.
- Please make sure your device is charged or plugged in.
- Please silence all alerts on your device and make sure any phones are on silent (as in a normal rehearsal).

## How do I leave a session?

To leave a session, click on the red 'Leave' button. Usually located in the bottom right of the screen.

## Additional support

For additional support, please email [helen@therodolfusfoundation.org.uk](mailto:helen@therodolfusfoundation.org.uk)

Alternatively, you can visit the Zoom website, where user guides and videos are available:

<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

## Checklist before joining any session:

- I have read the student code of conduct
- I am dressed appropriately
- I am in a quiet, communal area (not a bedroom/bathroom)
- My device is charged/plugged in
- My device is positioned 'hands free'
- The zoom name is my name/the name of the member (helpful hints on how to change your zoom name [here](#))